

ÆGIS 2010 EDITORIAL BOARD MEMBERS SEARCH • JOB DESCRIPTIONS AND QUALIFICATIONS

Editor-in-Chief		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Implements the provisions of the current AEGIS Constitution. 2. Represents the AEGIS editorial board in the AEGIS Board. 3. Approves, oversees, and coordinates all AEGIS activities. 4. Approves and oversees plans related to the production of the yearbook and those associated with promotions and top-level recruitment. 5. Officially represents the organization in transactions with other parties. 6. Serves as signatory of the organization in all major financial transactions, official documents, and correspondence. 7. Presides over Executive Committee and editorial board meetings. 8. Approves and oversees the creation of a consistent, distinctive, and impressive identity for the organization. 9. Performs final proofreading. He/She also gives the go-signal to go ahead with the production of the yearbook. 10. Ensures that all AEGIS outputs are delivered on time. 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Was or continues to be a regular contributor to publications inside and outside the university. (c) Has received accolades for meritorious work in the field of journalism/publication. 2. Preferably, a student who is knowledgeable in both the technical/logistical and managerial/financial aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Someone who knows about information design; (b) Took or is currently taking subjects related to operations management and strategic leadership; and (c) Has a wide network of colleagues who might be able to help the

		<p>organization achieve its goals.</p> <p>3. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage.</p> <p>(a) Regular English student</p> <p>(b) Merit English student</p> <p>4. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, and amiable.</p>
Secretary-General		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Editor-in-Chief. 2. Releases official announcements from the Editor-in-Chief and the Executive Committee to the other members of the editorial board. 3. Takes minutes of editorial board and Executive Committee meetings. He/She also compiles and keeps them for future reference. All incoming and outgoing documents/databases must be deposited with him/her. 4. Makes sure that the appropriate arrangements are made before an editorial board or Executive Committee meeting is held. 5. He/She shall be the caretaker of the AEGIS headquarters. As caretaker of the headquarters, he/she shall assist the Executive Committee craft rules that will govern the use of it and the equipment/supplies found therein. He/She shall also be responsible for enforcing such rules. 6. Performs other tasks given by the Editor-in-Chief (i.e. research). 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, he/she must have been an active member of any student organization for at least one (1) year. 3. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage. <p>(a) Regular English student</p> <p>(b) Merit English student</p> 4. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, precise, and organized.
Associate Editor		
Job Description	Qualifications	
	<i>General</i>	<i>Specific</i>

<ol style="list-style-type: none"> 1. Reports directly to the Editor-in-Chief. 2. Supervises the operations of the Content Management and Quality Assurance (CMQA) Cluster of the organization. 3. Presides over CMQA Cluster meetings. 4. Represents the organization in top-level meetings concerning the production of the yearbook whenever the Editor-in-Chief is not available (or at his/her behest). 5. He/She coordinates with parties the organization has commissioned to assist it in the production of the yearbook (i.e. photo studio and printing press). This authority only covers matters associated with the technical aspects of the said production. 6. Outlines and enforces the yearbook production schedule. He/She also implements codes of internal procedures pertinent to the CMQA Cluster. 7. Creative and artistic head of the organization in matters related to the yearbook. Thus, he/she is responsible for the conceptualization and creation of the general layout and design of the yearbook. 8. Performs the second round of proofreading and editing of the yearbook before it is sent to the Editor-in-Chief for final proofreading and editing. 9. Oversees the encoding and processing of text and visual data intended for the yearbook. 10. Coordinates the efforts of the departmental heads under him/her (i.e. Special Editor for Important Persons and Groups, Creative Services Director, Photo Editor, and Yearbook Write-ups Editor). 	<ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has experience in preparing materials for press (i.e. layout and design). 3. Preferably, a student who is knowledgeable in the technical/logistical aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Information Design students (b) Students under the Fine Arts Program (c) Communications undergraduates and other SOH/SOSS students 4. Preferably, a student who knows how to use software applications such as Adobe Photoshop, Adobe InDesign, Corel Painter, Macromedia Flash, etc. 5. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage. <ol style="list-style-type: none"> (a) Regular English student (b) Merit English student 6. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable,
--	---	---

		creative, and open-minded.
Managing Editor		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Editor-in-Chief. 2. Supervises the operations of the Business and Administration (BA) Cluster of the organization. 3. Presides over BA Cluster meetings. 4. Represents the organization in top-level meetings concerning its financial status and administrative operations whenever the Editor-in-Chief is not available (or at his/her behest). 5. He/She coordinates with parties the organization has commissioned to assist it in the production of the yearbook (i.e. photo studio and printing press). This authority only covers matters associated with the financial/administrative aspects of the said production. 6. He/She shall assist the Special Assistant on Constitutional Reforms and Internal Procedures in his/her efforts to institutionalize the organization. He/She shall also assist him/her in the rationalization of the organization's existing rules and procedures. 7. He/She also implements codes of internal procedures pertinent to the BA Cluster. 8. He/She is the overall business strategist and administrative officer of the organization. In cases where the Editor-in-Chief is temporarily unavailable, he/she becomes in-charge of it unless otherwise stated by the Editor-in-Chief. 9. Coordinates the efforts of the departmental heads under him/her (i.e. Business Manager, Finance Director, Public Relations and Communications Director, and Human Resources and Organizational Development Director). 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has experience in formulating various schemes to increase efficiency and productivity (i.e. designing of an effective financial and marketing plan). 3. Preferably, a student who is knowledgeable in the managerial/financial aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Took or is currently taking subjects related to operations management, strategic leadership, accounting, and law; and (b) Has a wide network of colleagues who might be able to help the organization achieve its goals. 4. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage.

		<ul style="list-style-type: none"> (a) Regular English student (b) Merit English student <p>5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, open-minded, innovative, organized, and precise.</p>
Editor for Important Persons and Groups		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Associate Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. He/She is in-charge of coordinating with important persons and collective entities regarding their respective yearbook requirements/contributions. 4. He/She oversees the collection, editing, and encoding of write-ups and other requirements received from the administrators; deans, chairpersons, and project directors; faculties and their respective staffs; the Sanggunian, Student Judicial Court, COMELEC, and affiliated units; accredited and non-accredited organizations and varsities; and other student groups. 5. Assists important persons and groups with their concerns regarding anything related to their photo shoot. 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ul style="list-style-type: none"> (a) Had been extensively involved in the operations of a university publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has experience coordinating with persons and groups not concentrated in a single or confined area. (c) Has experience in collecting, sorting, and organizing a considerable amount of materials from various important persons and groups. (d) Has experience in preparing materials for press. (e) Had taken or is currently taking classes on strategic leadership and operations management.

		<ol style="list-style-type: none"> 3. Preferably, a student who is knowledgeable in the managerial and technical/logistical aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Information Design students (b) Students under the Fine Arts Program (c) Communications undergraduates and other SOH/SOSS students 4. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage. <ol style="list-style-type: none"> (a) Regular English student (b) Merit English student 5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, organized, and patient.
Creative Services Director		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Associate Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. He/She shall head the creative services team of the organization. He/She shall coordinate with the Associate Editor regarding the general layout and design of the yearbook and the Public Relations and Communications Director regarding the organization website. 4. In coordination with the Public Relations and Communications Director, he/she shall oversee matters pertaining to the identity and visual style of the organization as represented by its logo and other insignia, letterhead, font styles, color themes, etc. 5. Makes sure that the organization's equipment and software applications are up-to-date. Thus, it is the duty of the Creative Services Director to advise periodically the editorial board on cost-effective ways to update its equipment and software applications. 6. Provides assistance in all matters where his/her expertise is needed. 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has experience in preparing materials for press (i.e. layout and design).

	Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods.	3. Preferably, a student who is knowledgeable in the technical aspects of publishing a yearbook. <ul style="list-style-type: none"> (a) Information Design students (b) Students under the Fine Arts Program (c) Communications undergraduates and other SOH/SOSS students 4. Preferably, a student who knows how to use software applications such as Adobe Photoshop, Adobe InDesign, Corel Painter, Macromedia Flash, etc. 5. Preferably, a student who can speak and write in fluent English. 6. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, creative, and open-minded.
--	--	--

Photography Editor

Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Associate Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. In-charge of all activities and processes related to the screening of photo studios vying for the opportunity to become the organization's official photographer for the current academic year (i.e. company presentations and mock pictorials). 4. Shall ensure that only the best possible photo package deals are offered to the graduating batch. 5. Serves as official liaison of the organization to the photo studio it has commissioned to provide it with photo and photo-related services. 6. He/She shall be in-charge of scheduling the photo shoot of each senior. He/She 	<i>General</i> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 	<i>Specific</i> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ul style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has extensive experience in taking

<p>shall also be responsible for handling the subsequent effects of sudden schedule shifts and rescheduling of cancelled photo shoots.</p> <ol style="list-style-type: none"> 7. He/She shall handle all concerns regarding the photo shoots of the graduating batch as long as the concern is photo-related or has something to do with the demeanor of the representatives of the photo studio chosen to service the graduating batch. 8. Advises the editorial board on matters related to pictures for the yearbook. 	<ol style="list-style-type: none"> 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p>and processing photographs. If none, took or is currently taking classes on photography.</p> <ol style="list-style-type: none"> (c) Has experience in scrutinizing photographs for quality and visual appeal. <ol style="list-style-type: none"> 3. Preferably, a student who is knowledgeable in the technical/logistical aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Information Design students (b) Students under the Fine Arts Program (c) Communications undergraduates and other SOH/SOSS students 4. Preferably, a student who knows how to use software applications such as Adobe Photoshop, Adobe InDesign, Corel Painter, Macromedia Flash, etc. 5. Preferably, a student who can speak and write in fluent English. 6. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, organized, creative, open-minded, and patient.
Write-ups Editor		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Associate Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. He/She shall adopt a grammar and writing style for the organization that will be used for editing purposes. 4. In coordination with the Associate Editor and other editors/directors, he/she shall oversee the collection and processing of yearbook materials submitted by the seniors to the organization. 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run

<p>He/She shall also be in-charge of supervising the sorting, compiling, and depositing of the said materials in the AEGIS headquarters.</p> <ol style="list-style-type: none"> 5. He/She shall create an effective system of editing more or less 1,700 pages of yearbook write-ups and contributions. He/She shall also oversee the actual editing of write-ups by those under his/her department. 6. He/She shall ensure that write-ups to be included in the yearbook are of good/excellent quality by performing the first round of proofreading. 7. He/She shall handle all concerns regarding yearbook write-ups and contributions that fall under his/her jurisdiction. 	<p>Affairs (ADSA).</p> <ol style="list-style-type: none"> 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of a major student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p>publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period.</p> <ol style="list-style-type: none"> (b) Has a strong background in editing papers and the like. If none, took or is currently taking classes on creative writing. <ol style="list-style-type: none"> 3. Preferably, a student who is knowledgeable in the technical/logistical aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Creative Writing, Literature (English and Filipino), and Communications undergraduates (b) Other SOH/SOSS students 4. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage. <ol style="list-style-type: none"> (a) Regular English student (b) Merit English student 5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, organized, creative, open-minded, and patient.
Finance Director		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Managing Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. He/She shall be the official liaison of the organization to the university's Central Accounting Office (CAO) and Cashier's Office. 4. He/She shall handle all matters pertaining to the organization's two (2) debit-credit accounts. 5. He/She shall handle all internal and external financial transactions of the organization. This includes 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the

<p>the creation of the organization's budget proposal to be submitted to the AEGIS Board; generation of monthly reports which includes financial statements and liquidation and inventory reports; management of the organization and yearbook funds; procurement of fixtures, equipment, software applications, and other office supplies; and bookkeeping.</p> <ol style="list-style-type: none"> 6. Assists the editorial board, especially the Marketing Director, in matters pertaining to the financial aspect of any deal entered into by the organization with any party. 7. Advises the editorial board in matters financial in nature. 	<p>the Office of the Associate Dean for Student Affairs (ADSA).</p> <ol style="list-style-type: none"> 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of any major student publication: <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p>operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period.</p> <ol style="list-style-type: none"> (b) Has experience in formulating various schemes to increase efficiency and productivity (i.e. designing of an effective financial plan). (c) Has experience in equipment and supplies acquisition and bookkeeping. <ol style="list-style-type: none"> 3. Preferably, a student who is knowledgeable in the managerial/financial aspects of publishing a yearbook. <ol style="list-style-type: none"> (a) Took or is currently taking subjects related to marketing, accounting, and law; and (b) Management Engineering, Management (Standard and Honors Program), Communications Technology Management, Legal Management and other SOM students; Applied Mathematics with Finance, Management Information Systems, and other SOSE students; and Economics (Standard and Honors Program), Management Economics, and other SOSS students 4. Preferably, a student who can speak and write in fluent English. 5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, open-minded, innovative, organized, and
--	--	--

		precise.
Public Relations and Communications Director		
Job Description	Qualifications	
<ol style="list-style-type: none"> 1. Reports directly to the Managing Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. In coordination with the Executive Committee and the Creative Services Director, he/she shall assist in the creation of an impressive and distinctive identity and visual style for the organization as represented by its logo and other insignia, letterhead, font styles, color themes, etc. 4. He/She shall create a positive image for the organization through campaigns and strategies that take advantage of all forms of media. In connection with this function, it shall also be his/her responsibility to perform damage control whenever the situation calls for it. 5. He/She shall be in-charge of the organization's Help Desk and Complaints Center. He/She shall also handle messages sent to the organization's official mailing list and moderate its on-line forum. 6. He/She shall send official announcements from the editorial board to the graduating batch by whatever means necessary. He/She shall act as the official spokesperson of the editorial board. 7. Advises the editorial board in matters related to external relations. 	<p><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of any major student publication: <i>The Guidon</i>, Matanglawin, Heights, and Katipunan. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, Matanglawin, Heights, and Katipunan for a considerable period. (b) Has experience in public relations and promotions (i.e. designing of promotional materials and management of website content). (c) Has experience in handling sudden influxes of queries and complaints. 3. Preferably, someone who took or is currently taking classes being offered by the Communications Department. <ol style="list-style-type: none"> (a) Creative Writing and Literature (English and Filipino) undergraduates (b) Other SOH/SOSS students 4. Preferably, a student who can speak and write in fluent English and has competent knowledge about the rules of grammar and language usage. <ol style="list-style-type: none"> (a) Regular English student

		<p>(b) Merit English student</p> <p>5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, open-minded, innovative, organized, and precise.</p>
Human Resources and Organizational Development Director		
<ol style="list-style-type: none"> 1. Reports directly to the Managing Editor. 2. Implements the provisions of the code of internal procedures germane to his/her department. 3. He/She shall be in-charge of planning the recruitment of both editorial board and general/temporary members. He/She shall devise a system that will ensure that only the most qualified applicants become official members of the organization. 4. He/She shall devise programs that will improve relations between members of the organization, specifically the relationship of the editorial board with the other members of the organization. 5. He/She shall create a system of assessment that is consistent with the high standards of the organization. It is his/her duty to professionalize its workforce to ensure its long-term survival. 6. He/She shall oversee the regular evaluation of the performance of general/temporary members of the organization. He/She shall have the power to impose penalties, put on probation, or remove inefficient, unproductive, and recalcitrant general/temporary members as long as such actions are done within the parameters of the organization's Constitution and relevant rules/procedures. He/She shall also have the power to recommend members for promotion and/or citation for meritorious work rendered to the organization. 7. He/She shall furnish the editorial board with monthly reports and regular updates on the status of its general/temporary membership. He/She shall ensure that each department is allocated a fixed number of aides and that additional members are available if necessary. He/She shall also ensure that enough members are available to assist during major events and that additional members are available if needed. 8. He/She shall assist the Special Assistant on Constitutional Reforms and Internal Procedures in spearheading the institutionalization of the organization and rationalization of its extant rules and procedures. 9. Advises the editorial board in matters pertaining to human resources and organizational 	<p style="text-align: center;"><i>General</i></p> <ol style="list-style-type: none"> 1. A <i>bona fide</i> regular student of the Ateneo de Manila University. 2. Currently in his/her senior year or is part of the graduating batch. 3. Must not be in probation or in any similar case. 4. Must have no record of misconduct with the Office of the Associate Dean for Student Affairs (ADSA). 5. Must have at least one (1) year experience working in an organization (student or otherwise). 6. Currently not an editorial board member of any major student publication: <i>The Guidon</i>, <i>Matanglawin</i>, <i>Heights</i>, and <i>Katipunan</i>. 7. Must be computer-literate. 8. Someone who can work under extreme pressure over extended periods. 	<p style="text-align: center;"><i>Specific</i></p> <ol style="list-style-type: none"> 1. Preferably, a student of excellent academic and moral standing. 2. Preferably, a member of the organization who has been with it for at least one (1) year. If not, someone who has extensive experience in the field of publication. <ol style="list-style-type: none"> (a) Was extensively involved in the operation of a student-run publication like <i>The Guidon</i>, <i>Matanglawin</i>, <i>Heights</i>, and <i>Katipunan</i> for a considerable period. (b) Has extensive experience in human resources management. (c) Played or continues to play a crucial role in the organizational development of his/her other organization(s). 3. Preferably, a Psychology major who took or is currently taking classes on organizational behavior, operations management, and strategic leadership. Other students are also welcome to apply for this position. 4. Preferably, a student who can speak and write in fluent English. 5. Preferably, a student who is sensible, honest, dedicated, expressive, assertive, amiable, open-minded, innovative, organized, and

development issues.		precise.
---------------------	--	----------